

# Statewide Rollout Meeting Minutes

November 16, 2001

8:30 - 10:00am - Albemarle CR 1112

## **Present:**

Gary Imes, Chief, IT Section  
Betty Cogswell, IT Section  
Deborah Merrill, IT Section  
Anita Curtis, IT Section  
Susan Brown Ward, IT Section  
Bleecker Cooke, Maximus  
Mark Robeson, Lee-Harnett  
Sharon Smith, Contract Administration  
Rick Olson, DIRM  
Shawn Holland, DIRM  
Cathy Bennett, EDS  
Paul Carr, EDS (attended for Sharlene Brown, EDS)

## **Absent:**

Mary Tripp, Program Accountability  
Art Eccleston, Director's Office  
Jim Ryals, DIRM  
Sharlene Brown, EDS  
Joan Kaye, Communications and Training

## **1. Contracts**

### ⇒ **Fiscal Agency Contract**

John Come is reviewing the contract and after signing may be sent to EDS by Dec. 7. Timeline remains tight.

### ⇒ **MOA**

The revised MOA was distributed November 9 to the pilot Area Programs and is in the process of being signed. As of November 16, both were still in process.

### ⇒ **MMIS+ Re-bid RFP**

Bleeker Cooke met with ITS November 15 and agreed on the direction to be taken regarding the procurement process.

## **2. Communications**

### ⇒ **IPRS Web site**

The web site would benefit by adding a section for EDI transactions and IPRS training material. Note: IPRS User Manuals are on the EDS web site (access requires a user name and password).

### ⇒ **Status of Minutes**

October 19 and November 2 minutes need to be posted to the web.

## **3. Implementation Planning**

### ⇒ **Selecting Area Programs for implementation phases**

Mark Robeson presented some questions posed by the MIS Steering Committee. The following points were noted:

- Suggested a worksheet be developed and published allowing Area Programs to sign up for one of four phases. Reasons would be required for choosing phase 4.
- Regarding the MOA between DHHS and Area Programs - What will be the consequences if an Area Program is unable to meet the schedule they signed up for? Gary mentioned the current MOA contains significant wording to protect Area Programs from the impact of events outside of their control. The MOA needs to be refined, then presented to the Implementation Steering committee for review. Hold harmless positions should be included, if possible.

## **4. IPRS Production Operations' Support**

### ⇒ **Data Operations**

Data Operations will be the focal point to provide operational support of IPRS. All functions to be covered are being identified. Gary and Deborah will work with EDS to develop required Division processes and procedures. Deborah is writing a job description for the IPRS System and Customer Support Center Supervisor.

Other notes:

- Have initiated work to define the "Operational Support Structure" needed to support IPRS in production. Betty is addressing some topics in Division workgroup meetings (alternating Tuesdays at 3:00pm, 11/27 next meeting).
- Operational specs are needed for IPRS production operations by July 1, 2002. Depending on the definition of new population groups and covered services, Area Programs could require months to re-enroll clients (Clinicians will need to make the decisions about all client eligibility's).
- Area Programs in the first implementation phase will probably come onto the system in September 2002. Area Programs will want to do the CNDS cross referencing of their clients well in advance.
- Betty has been receiving input from Area Programs about their preference for an implementation phase which she plans to share soon.

## 5. Other

### ⇒ IRMC Request

Gary directed Rick to start the initial work of preparing material for the IRMC meeting in April 2002. Included will be a statement summarizing the completion of the development project and a detailed implementation plan for the rollout of IPRS to all eligible Area Programs.

### ⇒ State Plan

The plan will be sent to the Legislative Oversight committee by 12/01. Gary Imes said Cherrie Harrison is now the Division's State Plan Coordinator. Art E. will represent IPRS implementation concerns in meetings of the state planning committee. Susan suggested a checklist for use in implementing the state plan. Art and Betty will crosswalk timeframes for the state plan and IPRS implementation.

### ⇒ State support of Area Program's move to IPRS

Gary mentioned the Division is exploring if it's possible to help fund Area Programs move to IPRS. The only users of IPRS will be LME's. Area Programs not designated as such would have to establish a business relationship with a designated LME.

### ⇒ Edits and Audits

Art E. to review existing edits and audits with Shawn and will work with Gary, Deborah and Art Harris to set up edit and audit maintenance procedures. Bleecker would like to observe.

### ⇒ Statewide Utilization Management

This will affect IPRS, coming to DMH via DMA by 1/1/02. Value Options provides statewide utilization services. Jim Jarrard (Program Management) will be the interface. Mary will check with Jim and will send copies of the parameters to all.

### ⇒ Training

- **Training of Division Managers/support staff** - The DMH Financial Reports and Inquiries Training will be held December 13 and 18 (313 Chapanoke, room 245) and will include the Controller's Office, DMH Budget Office, disability sections, and Program Accountability. Registration materials sent Nov. 14.
- **Test System for demo's, training, programming, and CSR and regression testing - (Address after FA Contract in effect)** - DMH, EDS and CNDS have identified an appropriate environment. Details to be developed.

## 6. Other Meetings -

### ⇒ IPRS Development Steering Committee (January 2002)

The committee will meet in early January, probably 1/4) to accept IPRS for production processing, completing the development phase of the project.

### ⇒ IPRS Implementation Steering Committee (Third Wednesday - 1:00pm)

Next meeting is November 28. Art Eccleston will give an update on the State Plan.

#### • Hold Harmless subcommittee

The group will meet as required to support implementation.

- ⇒ **MMIS - IPRS Governance** (Second Monday - 3:30pm)  
The next meeting is December 10. A subcommittee plans to draft **Cost Allocation** policies and procedures for the sponsors by 11/28. After sponsor review, the plan to present at the 12/10 meeting.
- ⇒ **Division IPRS Workgroup** (Alternating Tuesdays - 3:00pm)  
On November 27 the group will discuss procedures necessary to implement new procedure codes and other related topics
- ⇒ **Budget / Rate Process** (October 31 - 1:30pm)  
The procedures between Accounting, Controller's Office, Deborah's group and Cheryl are being finalized. Kent will provide rates in an Excel worksheet for Cheryl to load to the system.

**Next Meeting:**  
**November 30, 2001, 8:30am, Albemarle CR 1112**